



## County of Rutherford

Bernard Salandy  
Superintendent

### Visitation Application

Please read these directions carefully. Any omissions or falsifications in this information may result in your application approval being delayed or rejected. This includes handwriting being legible. Return this application to the visitation desk. This application will become part of the referenced inmate's file. It will be considered a public record available for review by the general public. This application requires a signature. Missing signatures will delay your application being processed.

Date of Application \_\_\_\_\_

Inmates Name \_\_\_\_\_

### VISITOR'S INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number: home \_\_\_\_\_ cell \_\_\_\_\_ work \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Driver's License (state of issue and license number) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Are you currently on probation? \_\_\_\_\_ If yes, please give brief description for what

\_\_\_\_\_.

What is your relationship to inmate? \_\_\_\_\_ Have you ever been convicted of a felony? \_\_\_\_\_ If yes, give brief description of charge. \_\_\_\_\_

(A felony conviction may disqualify you from visitation eligibility.)

Visitors Signature \_\_\_\_\_

Anyone under the age of 18 will need to include (in addition to this application) a separate waiver of liability. The waiver must be completed, notarized and submitted with application. For Legal guardians a copy of the court order granting custody or guardianship may be required.

### Visitation Application

The following is information and rules on our visitation procedure.

Please read, sign and complete the attached application. Leave all pages together when turning in.

- Provide a color copy of your driver's license and attach to your application. Your driver's license must also be shown for **every visit**.
- Wait 3 to 4 business days before calling to check on the status of your application. Once approved you may then start scheduling visits. Visitations have to be scheduled at least 24 hours in advance. This can be done by calling 615-898-7847 or in the visitation lobby between 9am to 3pm, seven days a week.
- Visits are twice a week for the inmates. Be aware they are on a video monitor, not face to face or through a glass. Although more than one person can schedule for the same visit. Due to limited seating only one adult at a time is allowed in the visitation area.
- Visits are held every day from 8:15am to 3 pm. Visits are not allowed from 11am-noon since this is the inmates lunchtime.
- Visits are on the hour except the first visit which runs 8:15am to 9am and the last visit which is 3pm to 3:45pm.
- Visits last from the start of the hour to the end of the hour (except during 11am to noon). If a visitor arrives late, the visit will not be a full hour. EXAMPLE: if you have a visit scheduled for 9am and you arrive at 9:15am, the visit will still be over at 10am. Resulting in a 45-minute visit. It is the visitor's responsibility to arrive on time to receive the full hour.
- Children are permitted to visit as long as a minor waiver is filled out by the guardian and notarized. Waivers are located at the front desk. A non-incarcerated adult must also be on the premises during a child's visitation.
- Children must be quiet so as to not disturb other visitors or the front desk operations. If a child becomes too disruptive, the visit will end and visitor will be asked to leave.
- Although some requests might need authorization from the superintendent, anyone can be a visitor provided a background check has been conducted and cleared and the person has not been incarcerated here for at least 6 months.
- Visitors are allowed communication only with the scheduled inmate. Any attempt to visit with another inmate during a visit will result in the visit being cut off immediately with no make up visit.
- Due to how easy illnesses spread through the phones, we ask if you have any coughing or flu like symptoms to refrain from visiting. This will help others and yourself by eliminating the transmission of the many illnesses.
- CELL PHONES OR ELECTRONIC DEVICES WILL NOT BE ALLOWED IN THE VISITATION AREA.

By signing this I acknowledge that I have received and carefully read and agree to abide by the above said rules. I am aware that if any of these rules are broken, my visits can be terminated.

\_\_\_\_\_  
Visitor's Signature

Rutherford County Correctional Work Center Personnel

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

RCCWC Signature \_\_\_\_\_

Revised 1/29/2014

## Visitor's dress code and general visitation rules

Please read these rules completely and sign at the bottom of this page.

- All pants, shorts, skirts, and dresses must be knee length or longer.
- Sleeveless shirts and dresses, tube tops, halter-tops, tank tops and shirts or dresses with spaghetti straps are prohibited.
- Cut off shorts are prohibited.
- Any clothing or other items displaying gang related symbols or themes, or vulgar objectionable language is prohibited.
- Undergarments are required for all visitors.
- All visitors must wear shoes, NO flip flops or sandals are allowed
- All visitors are to remain seated for the duration of their visit.

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**ALL CHILDREN ARE TO REMAIN QUIET, SEATED AND UNDER ADULT SUPERVISION  
AT ALL TIMES.**

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### **NOTICE- Contraband in penal institutions Tennessee code annotated 39-16-201**

**It is unlawful for any person to knowingly and with unlawful intent take, send, or otherwise cause to be taken into state, county, or municipal institution where prisoners are quartered or under custodial supervision. Any weapons, ammunition, explosives, intoxicants, ledged drugs, or any other controlled substances**

**A violation of this is a class C Felony**

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**Visitors to see prisoners are by policy of this detention center will be subject to search, if so requested by personnel of the Rutherford County Correctional Work Center. If such request for a search is refused, you will not be allowed to visit said prisoner.**

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**I have read the visitors dress code and general visitation rules or have had them explained to me and I understand this information. I agree to abide by the above stated rules and understand that if I do not, I will be refused my visit.**

**Visitors Signature:** \_\_\_\_\_